

## **2.5 Allowable Combinations of Action Codes**

To prevent the possibility of you coding invalid personnel/position actions and to assure better automated editing of actions you submit, the system was programmed to check the combination of the nature of action codes you put on the P-1. This will assure that P-1s on which you code, for example, an appointment and promotion on the same P-1, would not be allowable. Otherwise, not only would the personnel history file for that employee be incorrect, erroneous payroll transactions would be created and thereby cause improper paychecks to be issued. And those are just a few of the problems that would be created.

Table 6, contained on the next several pages, is the same table that is used by the system to check whether the combination of nature of action codes you enter on the P-1 is correct. You should also use this table to double-check your work.

If the multiple codes you enter are not an "allowable combination," the processing of your P-1 will be delayed and may have to be returned to you for correction.

**Table 6. Allowable Combinations of Nature of Action Codes**

<b>With this in first box:</b>	<b>This code may be 2nd, 3rd, or 4th</b>
<b>Appoint A1_</b>	M41 Temporary Overlap (Except Interim Status Code Q) M5_ Pilot Project
Reinstatement A21	M41 Temporary Overlap M5_ Pilot Project
Reinstatement A22	M41 Temporary Overlap M5_ Pilot Project
Reinstatement A23	M41 Temporary Overlap M5_ Pilot Project
Reinstatement A31	M41 Temporary Overlap M5_ Pilot Project
Transfer In A41	E2_ Promotion E3_ Demotion G1_ Increment G21 Promotional Increase, after probation, increase in base G5_ Salary Change (Except G54 & G55) G6_ Pay Type M21 Change Employee Status M41 Temporary Overlap (Except Interim Status Code Q) M5_ Pilot Project
<b>Reclass C1_</b>	C3_ Grade Change C4_ Range Change E8_ Position Number Change G4_ Shift/Weekend Premium G5_ Salary Change (Except G54 & G55) G6_ Pay Type Change K_ _ Suspensions M2_ Employment Status Change (Except M24 & M26) M3_ Personnel Status Change (Except M30) M5_ Pilot Project W_ _ Leaves Y_ _ Separations (Except Y24 & Y01)
<b>Realloc C2_</b>	A1_ Appointments A2_ Reinstatements A3_ Re-employment A4_ Transfer In C3_ Grade Change C4_ Range Change E1_ Transfer Within E4_ Reorganization E5_ Special Duty E8_ Position Number Change G4_ Shift/Weekend Premium G5_ Salary Change (Except G54 & G55) G6_ Pay Type Change K_ _ Suspensions M2_ Employment Status Change (Except M24 & M26) M3_ Personnel Status Change (Except M30) M5_ Pilot Project S_ _ Return from Leave W_ _ Leaves Y_ _ Separations (Except Y24 & Y01)

With this in first box:	This code may be 2nd, 3rd, or 4th
<b>Grade Chg C3_</b>	A__ Additions C1_ Reclassification C2_ Reallocation C4_ Range Change C5_ Title Change E1_ Transfer Within E2_ Promotion E3_ Demotion E4_ Reorganization E5_ Special Duty E7_ Position Establishment/Abolishment E8_ Position Number Change G1_ Increment G2_ Promotional Increase G4_ Shift/Weekend Premium G5_ Salary Change (Except G54 & G55) G6_ Pay Type Change K__ Suspensions M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)
<b>Range Chg C4_</b>	A__ Additions C1_ Reclassification C2_ Reallocation C3_ Grade Change C5_ Title Change E1_ Transfer Within E2_ Promotion E3_ Demotion E4_ Reorganization E5_ Special Duty E7_ Position Establishment/Abolishment E8_ Position Number Change G1_ Increment G2_ Promotional Increase G4_ Shift/Weekend Premium G5_ Salary Change (Except G54 & G55) G6_ Pay Type Change K__ Suspensions M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)

With this in first box:	This code may be 2nd, 3rd, or 4th
<b>Title Chg C5_</b>	A1_ Appoint A2_ Reinstatement M3_ Personnel Status Change M5_ Pilot Project
Title Change/Title Code C51	G57 Salary Adjustment G53 Adjustment for Continuing Excellence Award
Transfer, same cab, dept E11	G1_ Increment G2_ Promotional Increase G4_ Shift/Weekend Premium G5_ Salary Change (Except G54 & G55) G6_ Pay Type Change K_ _ Suspensions M2_ Employment Status Change (Except M24, M26) M3_ Personnel Status Change (Except M30) M4_ Temporary Overlap M5_ Pilot Project S_ _ Return from Leave W_ _ Leaves Y_ _ Separations (Except Y24 & Y01)
Transfer, same cab, diff dept E12  Transfer with title change, same cab, same dept E13  Transfer with title change, same cab, diff dept E14  Involuntary Transfer, same cab, diff dept E10  Involuntary Transfer, same cab, dept E16	G1_ Increment G2_ Promotional Increase G4_ Shift/Weekend Premium G5_ Salary Change (Except G54 & G55) G6_ Pay Type Change K_ _ Suspensions M2_ Employment Status Change (Except M24, M26) M3_ Personnel Status Change (Except M30) M4_ Temporary Overlap M5_ Pilot Project S_ _ Return from Leave W_ _ Leaves Y_ _ Separations (Except Y24 & Y01)
Promotion, increase added to base E21	G4_ Shift/Weekend Premium G5_ Salary Change G6_ Pay Type Change K_ _ Suspensions M2_ Employment Status Change (Except M24, M26) M3_ Personnel Status Change (Except M30) M41 Temporary Overlap M5_ Pilot Project S_ _ Return from Leave W_ _ Leaves Y_ _ Separations (Except Y24 & Y01)
Promotion, with lump sum payment E22 (N/A)	G4_ Shift/Weekend Premium G6_ Pay Type Change M27 Employment Status Change M3_ Personnel Status Change M41 Temporary Overlap M5_ Pilot Project W_ _ Leaves Y_ _ Separations (Except Y24 & Y01)

With this in first box:	This code may be 2nd, 3rd, or 4th
Ingrade Promotion – salary & grade does not change – will serve probationary period E24	G4_ Shift/Weekend Premium G5_ Salary Change (Except G54 & G55) G6_ Pay Type Change K_ _ Suspensions M2_ Employment Status Change (Except M24, M26) M3_ Personnel Status Change (Except M30) M41 Temporary Overlap M5_ Pilot Project S_ _ Return from Leave W_ _ Leaves Y_ _ Separations (Except Y24 & Y01)
Demotion, same salary E31	G4_ Shift/Weekend Premium G5_ Salary Change (Except G54 & G55) G6_ Pay Type Change K_ _ Suspensions M2_ Employment Status Change (Except M24, M26) M3_ Personnel Status Change (Except M30) M41 Temporary Overlap M5_ Pilot Project S_ _ Return from Leave W_ _ Leaves Y_ _ Separations (Except Y24 & Y01)
Demotion, lower salary E32	G4_ Shift/Weekend Premium G5_ Salary Change (Except G54 & G55) G6_ Pay Type Change K_ _ Suspensions M2_ Employment Status Change (Except M24, M26) M3_ Personnel Status Change (Except M30) M41 Temporary Overlap M5_ Pilot Project S_ _ Return from Leave W_ _ Leaves Y_ _ Separations (Except Y24 & Y01)
Demotion, same grade & salary E33	G4_ Shift/Weekend Premium G5_ Salary Change (Except G54 & G55) G6_ Pay Type Change K_ _ Suspensions M2_ Employment Status Change (Except M24, M26) M3_ Personnel Status Change (Except M30) M41 Temporary Overlap M5_ Pilot Project S_ _ Return from Leave W_ _ Leaves Y_ _ Separations (Except Y24 & Y01)
<b>Reorg E4_</b>	C1_ Reclassification C2_ Reallocation C3_ Grade Change C4_ Range Change C5_ Title Change G1_ Increment G2_ Promotional Increase G4_ Shift/Weekend Premium G5_ Salary Change (Except G54 & G55) G6_ Pay Type Change K_ _ Suspensions M2_ Employment Status Change (Except M24, M26, M27)

	M3_	Personnel Status Change
	M41	Temporary Overlap
	M5_	Pilot Project
	S__	Return from Leave
	W__	Leaves
	Y__	Separations (Except Y24 & Y01)

With this in first box:	This code may be 2nd, 3rd, or 4th
Exec. Order E41	G31    Ed Increase

Admin. Order E42	G31	Ed Increase
Detail E51	G4_ G5_ G6_ K_ M2_ M3_ M41 M5_ W_ Y_	Shift/Weekend Premium Salary Change (Except G54 & G55) Pay Type Change Suspensions Employment Status Change (Except M24, M26) Personnel Status Change (Except M30) Temporary Overlap Pilot Project Leaves Separations (Except Y24 & Y01)
Reversion from detail, promotion, unclassified service E61	G6_ M22 M3_ M41 M5_ W_ Y_	Pay Type Change Change Employment Type Personnel Status Change (Except M30) Temporary Overlap Pilot Project Leaves Separations (Except Y24)
<b>Establish E71</b>	A_ E1_ E2_ E3_ E51 E6_ G1_ G4_ G5_ G6_ K_ M2_ M3_ M5_ S_ W_ Y_	Addition Transfer Within Promotion Demotion Detail Reversion Increment Shift/Weekend Premium Salary Change (Except G54 & G55) Pay Type Change Suspensions Employment Status Change (Except M24, M26, M27) Personnel Status Change (Except M30) Pilot Project Return from Leave Leaves Separations (Except Y24 & Y01)
<b>Abolish E72</b>	A_ E1_ E2_ E3_ E71 G1_ G4_ G5_ G6_ K_ M2_ M3_ M5_ S_ W_ Y_	Addition Transfer Within Promotion Demotion Establish Increment Shift/Weekend Premium Salary Change (Except G54 & G55) Pay Type Change Suspensions Employment Status Change (Except M24, M26, M27) Personnel Status Change (Except M30) Pilot Project Return from Leave Leaves Separations (Except Y01)

With this in first box:	This code may be 2nd, 3rd, or 4th
<b>Pos # Chg E81 &amp; E82</b>	C1_    Reclassification C2_    Reallocation C3_    Grade Change C4_    Range Change C5_    Title Change G1_    Increment G2_    Promotional Increase G4_    Shift/Weekend Premium G5_    Salary Change (Except G54 & G55) G6_    Pay Type Change K_    Suspensions M2_    Employment Status Change (Except M24, M26, M27) M3_    Personnel Status Change M41    Temporary Overlap M5_    Pilot Project S_    Return from Leave W_    Leaves Y_    Separations (Except Y24 & Y01)
<b>Increment G1_</b>	C1_    Reclassification C2_    Reallocation C3_    Grade Change C4_    Range Change C5_    Title Change E1_    Transfer Within E2_    Promotion E3_    Demotion E4_    Reorganization E5_    Special Duty E7_    Position Establishment/Abolishment E8_    Position Number Change G4_    Shift/Weekend Premium G5_    Salary Change (Except G54 & G55) G6_    Pay Type Change K_    Suspensions M2_    Employment Status Change (Except M24) M3_    Personnel Status Change M41    Temporary Overlap M5_    Pilot Project S_    Return from Leave W_    Leaves Y_    Separations (Except Y24 & Y01)



With this in first box:	This code may be 2nd, 3rd, or 4th
Pro Incse, After Probation, increase in base G21	C1_    Reclassification C2_    Reallocation C3_    Grade Change C4_    Range Change C5_    Title Change E1_    Transfer Within E2_    Promotion E3_    Demotion E4_    Reorganization E5_    Special Duty E7_    Position Establishment/Abolishment E8_    Position Number Change G1_    Increment G4_    Shift/Weekend Premium G5_    Salary Change (Except G54 & G55) G6_    Pay Type Change K_    Suspensions M2_    Employment Status Change (Except M24, M27) M3_    Personnel Status Change M41    Temporary Overlap M5_    Pilot Project S_    Return from Leave W_    Leaves Y_    Separations (Except Y24 & Y01)
Ed Increase G31	E41    Executive Order E42    Administrative Order M2_    Employment Status Change (Except M24) M3_    Personnel Status Change (Except M30) M5_    Pilot Project
Start shift/weekend premium G41	C_    Classification E_    Position Number Change G1_    Increment G2_    Promotional Increase G5_    Salary Change (Except G54 & G55) G6_    Pay Type Change K_    Suspensions M2_    Employment Status Change (Except M24) M3_    Personnel Status Change M41    Temporary Overlap M5_    Pilot Project S_    Return from Leave W_    Leaves Y_    Separations (Except Y24 & Y01)

With this in first box:	This code may be 2nd, 3rd, or 4th	
Stop shift/weekend premium G42	C_ _	Classification
	E_ _	Position Number Change
	G1_	Increment
	G2_	Promotional Increase
	G5_	Salary Change (Except G54 & G55)
	G6_	Pay Type Change
	K_ _	Suspensions
	M2_	Employment Status Change (Except M24)
	M3_	Personnel Status Change
	M41	Temporary Overlap
	M5_	Pilot Project
	S_ _	Return from Leave
	W_ _	Leaves
	Y_ _	Separations (Except Y24 & Y01)
Sal Chg G5_ (Except G54 & G55)	C_ _	Classification
	E1_	Transfer Within
	E2_	Promotion
	E3_	Demotion
	E4_	Reorganization
	E5_	Special Duty
	E7_	Position Establishment/Abolishment
	E8_	Position Number Change
	G4_	Shift/Weekend Premium
	G6_	Pay Type Change
	K_ _	Suspensions
	M2_	Employment Status Change (Except M24)
	M3_	Personnel Status Change
	M41	Temporary Overlap
	M5_	Pilot Project
	S_ _	Return from Leave
	W_ _	Leaves
	Y_ _	Separations (Except Y24 & Y01)
Other Salary Adjustments G51	C_ _	Classification
	E1_	Transfer Within
	E2_	Promotion
	E3_	Demotion
	E4_	Reorganization
	E5_	Special Duty
	E7_	Position Establishment/Abolishment
	E8_	Position Number Change
	G4_	Shift/Weekend Premium
	G6_	Pay Type Change
	K_ _	Suspensions
	M2_	Employment Status Change
	M3_	Personnel Status Change
	M41	Temporary Overlap
	M5_	Pilot Project
	M61	Loc/Crew Change for Cabinet 35 only
	S_ _	Return from Leave
	W_ _	Leaves
	Y_ _	Separations (Except Y24 & Y01)
Due to New Appt Salary G55	C51	Title Change/Title Code
Salary Adjustment G57	C51	Title Change/Title Code
Salary Adjustment G58 per Legislation	C51	Title Change/Title Code
	G13	Increment

With this in first box:	This code may be 2nd, 3rd, or 4 <sup>th</sup>
<b>Pay Type G6_</b>	C__ Classification E1_ Transfer Within E2_ Promotion E3_ Demotion E4_ Reorganization E5_ Special Duty E6_ Reversion E7_ Position Establishment/Abolishment E8_ Position Number Change G4_ Shift/Weekend Premium G5_ Salary Change (Except G54 & G55) K__ Suspensions M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)
<b>Suspend K1_, K2_</b>	M32 Personnel Status Change M33 Personnel Status Change M35 Personnel Status Change M36 Personnel Status Change M37 Personnel Status Change M38 Personnel Status Change M5_ Pilot Project
<b>Soc Sec # Chg M11</b>	M5_ Pilot Project
<b>Chg employee status M21</b>	A41 Transfer In C__ Classification E1_ Transfer Within E2_ Promotion E3_ Demotion E4_ Reorganization E5_ Special Duty E6_ Reversion E7_ Position Establishment/Abolishment E8_ Position Number Change G1_ Increment G5_ Salary Change (Except G54 & G55) K__ Suspensions M2_ Employment Status Change (Except M24, M26) M3_ Personnel Status Change M41 Temporary Overlap M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)

With this in first box:	This code may be 2nd, 3rd, or 4th
Chg employee status M22	C__ Classification E1_ Transfer Within E2_ Promotion E3_ Demotion E4_ Reorganization E5_ Special Duty E61 Reversion from Detail or Promotion E7_ Position Establishment/Abolishment E8_ Position Number Change G1_ Increment G5_ Salary Change (Except G54 & G55) K__ Suspensions M2_ Employment Status Change (Except M24, M26) M3_ Personnel Status Change M41 Temporary Overlap M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)
Chg position merit status M23	A__ Addition C__ Classification E__ Position Number Change G1_ Increment G5_ Salary Change (Except G54 & G55) K__ Suspensions M2_ Employment Status Change (Except M24, M26) M3_ Personnel Status Change M41 Temporary Overlap M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)
Work County M24	G51 Salary Change M34 Home address/phone Chg M39 State/Local Tax M5_ Pilot Project M61 Location/Crew Change for Cabinet 35 only
Fund Source M25	M30 Adjust Promotion Date M39 State/Local Tax M5_ Pilot Project
FLSA/OT M26	C3_ Grade Change C4_ Range Change G1_ Increment G21 Promotional Increase G22 Promotional Increase (Lump Sum) N/A G4_ Shift/Weekend Premium G5_ Salary Change G6_ Pay Type - Hourly, Salary, Per diem M27 Retirement M3_ Personnel Status Changes M5_ Pilot Project

With this in first box:	This code may be 2nd, 3rd, or 4th
Retirement M27	C3_ Grade Change C4_ Range Change E1_ Transfer Within E2_ Promotion E3_ Demotion E5_ Special Duty E6_ Reversion G1_ Increment G31 Educational Increase G4_ Shift/Weekend Premium G5_ Salary Change G6_ Pay Type - Hourly, Salary, Per diem M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M5_ Pilot Project
Adjust Promotion Date M30	C3_ Grade Change C4_ Range Change C5_ Title Change E4_ Position Number Change E8_ Position Number Change G__ Wage Adjustment (Except G54 & G55) K__ Suspensions M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M41 Temporary Overlap M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)
Increment Date Chg M31	C__ Classification E__ Position Number Change G__ Wage Adjustment (Except G54 & G55) K__ Suspensions M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M41 Temporary Overlap M5_ Pilot Project S__ Return from Leave W__ Leaves
Name Chg M32	C__ Classification E__ Position Number Change G__ Wage Adjustment (Except G54 & G55) K__ Suspensions M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M41 Temporary Overlap M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)

With this in first box:	This code may be 2nd, 3rd, or 4th
Home address/phone Chg M33	C__ Classification E__ Position Number Change G__ Wage Adjustment (Except G54 & G55) K__ Suspensions M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M41 Temporary Overlap M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)
Home address/phone Chg M34	A__ Additions C__ Classification E__ Position Number Change G__ Wage Adjustment (Except G54 & G55) K__ Suspensions M2_ Employment Status Change M3_ Personnel Status Change M41 Temporary Overlap M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)
Chg Race/Sex Status M35	C__ Classification E__ Position Number Change G__ Wage Adjustment (Except G54 & G55) K__ Suspensions M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M41 Temporary Overlap M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)
Chg Birthdate M36	C__ Classification E__ Position Number Change G__ Wage Adjustment (Except G54 & G55) K__ Suspensions M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M41 Temporary Overlap M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)

<b>With this in first box:</b>	<b>This code may be 2nd, 3rd, or 4<sup>th</sup></b>
Chg Worker's Comp M37	C__ Classification E__ Position Number Change G__ Wage Adjustment (Except G54 & G55) K__ Suspensions M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M41 Miscellaneous Information M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)
Chg Home County M38	C__ Classification E__ Position Number Change G__ Wage Adjustment (Except G54 & G55) K__ Suspensions M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M41 Miscellaneous Information M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)
Chg Local Tax codes M39	C__ Classification E__ Position Number Change G__ Wage Adjustment (Except G54 & G55) K__ Suspensions M2_ Employment Status Change (Except M24) M3_ Personnel Status Change M41 Miscellaneous Information M5_ Pilot Project S__ Return from Leave W__ Leaves Y__ Separations (Except Y24 & Y01)
<b>Pilot Project M5_</b>	Allowable with all codes.
<b>M61 Location/Crew Change for Cabinet 35 only</b>	G51 Salary Change M24 Change Work County
<b>Returns S__</b>	C2_ Reallocation C3_ Grade Change E__ Position Number Change G__ Wage Adjustment (Except G54 & G55) M2_ Employment Status Change (Except M24, M26, M27) M3_ Personnel Status Change M41 Miscellaneous Information M5_ Pilot Project
<b>Leaves W__</b>	M3_ Personnel Status Change M5_ Pilot Project
<b>Separations Y__</b>	E72 Position Abolishment M3_ Personnel Status Change M5_ Pilot Project
Transfer (appoint auth. Chg) Y01	M5_ Pilot Project
Separations Y24	E72 Position Abolishment M5_ Pilot Project